

**City Light Advisory Board Meeting
December 14, 2004, 8:30 – noon**

MEETING SUMMARY

Board members present: Don Wise, Carol Arnold, Randy Hardy, Jay Lapin, Sara Patton, Gary Swofford

Also present: Jorge Carrasco, DaVonne Johnson, Joan Walters, Jean Becker, David Docter (City Light), Carol Butler, Tom VanBronkhorst (Legislative), Thomas Dunlap (Department of Finance), Alec Fiskén, Julie Tobin (Office of Policy & Management)

Superintendent's Update

Superintendent Carrasco provided updates on the Strategic Plan, the Integrated Resources Planning effort, the weather, City Light's position on GridWest and the decision not to extend the Klamath contract. The monthly operations report was also distributed.

The Board asked for clarification of their (and other key stakeholders) role in the strategic plan process and commented that as the strategic plan gives context to the IRP and other work, it should be in place first. The timing should also be modified to integrate with the joint review of City Light revenue requirement process. The current goal is to have the draft mission and values completed by the end of February. City Light will revisit the level and involvement of key stakeholders in this process.

Joint Review City Light Revenue Requirements (Alec Fiskén)

Triangle Associates have been hired to facilitate the process and the first meeting has taken place, Jay Lapin attended for the Board. Triangle will be meeting with the Superintendent, Council staff and other key parties to gain input prior to developing and distributing the agenda for the January 13 meeting. Alec asked for more Advisory Board participation. Jay Lapin, Carol Arnold and Don Wise will participate when they can. Sara Patton would like to participate in revenue requirements session. A schedule including public meetings/involvement will be established soon. OPM will inform the Rates Advisory Committee members regarding dates for public input.

The Board emphasized that this should be a well defined process leading to identified outcomes, be coordinated with the strategic planning process and that it is critical to involve the public at an early stage.

Utility Governance Best Practices Benchmarking

The Advisory Board members have completed their visits to Tacoma, Austin, Colorado Springs and Jacksonville. They found all four to be well run utilities with adequate mechanisms for oversight and public participation. All the utilities had a history of governance problems but had worked way their way out of them.

The Board will decide the next steps and how to best divide up issues for further research before the end of January, for incorporation into their 2005 work plan. The goal is to have

specific recommendations by mid 2005. Julie Tobin will forward all future Advisory Board reports to the contact list developed by Jean Becker. The utilities visited were very accommodating and helpful and it was suggested that City Light offer the same courtesy in return, should a request be made.

Advisory Board Annual Report

Carol Arnold will take the lead on editing the report.

December 17. Carol will circulate a second draft for review to Board members and the Superintendent (incorporating Don and Randy's sections and comments from meeting.)

December 21. Board comments due back to Carol. Carol will incorporate and circulate to Alec Fiskien, Tom VanBronkhorst, Carol Butler and Joan Walters for their review. Julie Tobin will provide Advisory Board expenditures.

January 11. Reviewers' comments are due back to Carol Arnold. Julie Tobin will help with final formatting and editing. Bob Royer will help with report presentation and publishing.

January 15. Final report published and PDF file produced. Julie Tobin will distribute to mailing list and assist with the transmission letters. Report on expenses and workplans to Carol and Jay.

Board members thanked Jay Lapin for first draft.

City Light IRP Strategy

Randy Hardy and Sara Patton gave a brief update, noting the difference between major decisions on future resource and the potential for more efficient use of current resources.

Nomination of 2005 Board Chairperson

Don Wise nominated Carol Arnold as 2005 Advisory Board Chair. The nomination was seconded and approved by all. Carol noted for the record that her husband is a City Councilmember. The Advisory Board thanked Don Wise for his service in 2004.

2005 Meeting Schedule

Thursday, January 20, (Jay will call in)
Tuesday, February 1
Tuesday, March 15
Tuesday, April 5
Tuesday, May 3
Tuesday, June 7

Tuesday, July 5
Tuesday, August 2
Tuesday, September 6
Tuesday, October 4
Tuesday, November 1
Tuesday, December 6

Follow up items

City Light will forward copies of the rating letters to the Board
Julie Tobin will forward copies of the report cover letters Carol Arnold.